

CRAWFORD COUNTY COMMISSION ON AGING
Regular Board Meeting
October 24, 2012 @ Crawford County Commission on Aging

The meeting was called to order at 2:10 p.m. by Chairman Mahank.

Board Members in Attendance:

Terrie Lockwood, Carol Lovely, Jack Mahank, Dean McCray, Lynne Ruden and Don Williams.

Board Members Absent: Linda Munsey

Also in Attendance: Director Snyder, Melanie Conway, Earl Corpe, and Kara LaMarre.

The Pledge of Allegiance was led by Ruden. A prayer was offered by Lockwood.

AGENDA: Motion by Lovely, supported by Ruden to approve the agenda. Ayes (6) six, nays (0) zero. Motion Carried.

MINUTES: Motion by Williams, supported by McCray to approve the September 25, 2012 board minutes. Ayes (6) six, nays (0) zero. Motion carried.

FINANCIAL REPORT ENDING September 30, 2012: The budget shows that the agency is currently in the black \$12,440.17. This is not a final year end, but it is close. Chairman Mahank noted Congregate is \$1,498 in the red. Director Snyder stated \$10,000 was moved from Congregate to Home Delivered Meals. This decision was made in June, so the transfer amount was a best guess and it was important not to end in the black or the funds would need to be returned. Motion by McCray, supported by Lovely to receive and file the financial report for the month ending September 30, 2012. Ayes (6) six, nays (0) zero. Motion carried.

CORRESPONDENCE: None

REPORTS

- A. **Director's Report:** Discussion regarding Gazette printing. Director Snyder noted staff has met with three printing businesses and is waiting for quotes. She will present to the Board when information is available. Motion by Ruden, supported by Lockwood to receive and file the Director's Report. Ayes (6) six, nays (0) zero. Motion carried.
- B. **NEMCSA/AAA:** Kara LaMarre reported NEMCSA has hired an assistant to AAA Director, Laurie Sauer's position. This new position will focus on care management and the waiver program.
- C. **Area Agency on Aging Advisory Council:** – Mr. Corpe reported on the October 22, 2012 meeting. The Michigan Public Service Commission did a presentation. It was noted heating companies cannot turn off heat between November 1st and March 31st each year. It was also noted Senate Bills 1293 and 1294 regarding Blue Cross Blue Shield switching to a non-profit mutual insurance company have passed the Senate and are moving on to the House. The Social Security cost of living increase was also discussed. Their next meeting is December 3, 2012.

- D. Gazette Advertising:** - McCray is contacting Spicy Bob's again. Lovely stated Northern Home and Lawn Care will be waiting until spring to advertise. Lovely will contact the Sportsmans Club, Ramada, North Country Corner and Basic Communications. Chairman Mahank will talk to Kodiak Group. All board members were encouraged to sell advertising.

OLD BUSINESS

- A. Evaluation of Contingency and Building Fund Balances:** It was noted the current contingency fund has a 3 month balance of operating expenses. Director's recommendation at the September meeting was to move excess funds at Year End to the Building Fund since contingency fund is adequate. Motion by Williams, supported by Ruden to move fund balance at Year End to the Building Fund. Ayes (6), six, nays (0) zero. Motion carried.
- B. Building Survey Results:** Discussion regarding the results of the Building Survey. Director Snyder noted there was a 65% return rate. 33% of respondents gave contact information to assist with future steps in moving forward with a new building. Motion by Ruden, supported by Lockwood to receive and file the Building Survey Results. Ayes (6) six, nays (0) zero. Motion carried.

NEW BUSINESS

- A. Credit Card Policy:** The Director's spending limit was increased to \$10,000 at the last Board meeting. The agency credit card policy was updated and needs board approval. Motion by McCray, supported by Lovely to approve the agency's credit card policy that increases the Director's spending limit to \$10,000. Ayes (6) six, nays (0) zero. Motion carried.
- B. Administrative Assistant Contract:** Motion by McCray moved, supported by Ruden, to approve the Administrative Assistant Contract. Ayes (6) six, nays (0). Motion carried.

BOARD MEMBER COMMENTS/CONCERNS: None.

PUBLIC COMMENT: No public comment.

ADJOURNMENT: Motion by Lovely, supported by Ruden to adjourn. Ayes (6) six, nays (0) zero. Motion carried. Meeting adjourned at 2:52 p.m. to the 2 day Strategic Planning Session.

Jack Mahank, Chairperson

Chris Davis, Recording Secretary